

Municipal Judge —non-exempt (contract) (Part-Time)

City of Muskogee

Revised 09/20/2024



CLASS TITLE: Municipal Judge (Part-Time)

PURPOSE OF THE CLASSIFICATION:

The Municipal Judge is appointed by the Mayor and City Council for a two-year term. Performs professional judicial duties as the Municipal Court Judge for the Municipal Court of Muskogee.

ESSENTIAL TASKS:

- Performs judicial activities of the Municipal Court.
- Adjudicates criminal, traffic and non-traffic municipal ordinance violations for both adults and juveniles including traffic, parking, code enforcement, animal control, drug and alcohol offenses and others.
- Issues warrants and sets bonds.
- Supports court activities with Municipal Court Clerk, City Attorney and/or City Prosecutor and other City officials/departments.
- Complies with all council policies as well as the Oklahoma Code of Judicial Conduct.
- Performs work under established policies and procedures.
- Operates office equipment such as fax machines, copiers and phone systems and uses computer for spreadsheets, word processing, database management and other applications; learns to operate new office technologies as they are developed and implemented.
- Performs other work as necessary and or as assigned.
- Reports to work on a timely as needed basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

REPORTING RELATIONSHIPS:

The Municipal Judge reports directly to the City Council.

The Municipal Judge does not have any direct reports or supervisory responsibility.

QUALIFICATIONS:

Training and Experience: Graduation from an ABA accredited law school with a Juris Doctorate Degree and admission to practice law before the Supreme Court of Oklahoma; and experience as a practicing attorney in criminal law or municipal court trial practice preferred.

Knowledge, Abilities and Skills: Knowledge of City ordinances and municipal court policies, procedures and regulations including limitations of authority. Must possess a high degree of ethics and integrity with superior public speaking, written and oral communications skills. Ability to utilize good judgement in making decisions. Ability to utilize flexibility to prioritize job responsibilities. Good working knowledge of court procedures and evidence with emphasis on the rules of criminal procedure. Ability to relate to a large cross-section of the general public ranging from attorneys to citizens. Ability to effectively handle a high volume of cases, including motion hearings and trials, to the court. Ability to give frequent oral advisement or rights to defendants, both in person and on video. Ability to develop and maintain an effective working relationship with court staff and other City departments and employees. Ability to de-escalate conflict situations and use discretion; and make decisions in critical situations. Ability to adapt to changing caseload and regulations for offenders. Ability to serve as a positive role model and maintain confidentiality. Ability to remain alert and maintain courtroom decorum with a variety of individuals. Ability to complete work product in a timely manner despite tight deadlines and constant and frequent interruptions. Ability to be a team player and share workload.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, arm and hand steadiness and finger dexterity will be needed enough to use a keyboard and telephone. Occasional sitting and

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standing is required. Occasional lifting and carrying of objects weighing up to ten (10) pounds. Occasional reaching, balancing, stooping, kneeling, crawling, twisting, handling and repetitive movements. Vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required. License to practice law in the state of Oklahoma and member in good standing with the OBA.

WORKING ENVIRONMENT: Work in this classification is primarily indoors in an office environment. Will travel to other City locations as required.

PAY: Will be set by City Council.

WORK HOURS: To be determined by the needs of the court.

WORK LOCATION: City of Muskogee City Clerk's Office (Municipal Court), 112 South 3rd Street, Muskogee, Oklahoma.

RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR EMPLOYMENT APPLICATION BE COMPLETED ALONG WITH THE APPLICATION. We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 505 Columbus Street, Muskogee, Oklahoma. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: jkennedy@muskogeeonline.org. If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

DEADLINE FOR APPLICATIONS: There is no deadline for applications for this position – it will be open until filled.

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